South Dakota Division of Emergency Management
County Emergency Manager – OUTGOING – INCOMING

Transition Checklist

Outgoing:

1. Disaster Response and Recovery Manual   _____
2. Financial Procedures Manual   _____
3. State & Local Agreement documentation   _____
        Review status of each requirement   _____
4. Duty Officer Reporting Requirements   _____
        Review in detail   _____
5. County HAZMAT Plan   _____
6. County Administrative Plan   _____
7. County Resource Listing   _____
8. County LEOP   _____
9. County EOC Guide   _____

Incoming:

1. Disaster Response and Recovery Manual   _____
2. Financial Procedures Manual   _____
3. State & Local Agreement documentation   _____
        Review status of each requirement   _____
4. Duty Officer Reporting Requirements   _____
        Review in detail   _____
5. County HAZMAT Plan   _____
6. County Administrative Plan   _____
7. County Resource Listing   _____
8. County LEOP   _____
9. County EOC Guide   _____

Outgoing Certification:

On _____ I reviewed the status of my county's Emergency Management programs and requirements with the DEM Regional Coordinator. All documents, guides, manuals, files, etc pertaining to this Office of County Emergency Management will remain in this office for acceptance and use by the person selected to fill this position.

_____
Signature of Outgoing County Emergency Manager   Date

Incoming Certification:

On _____ I received an orientation briefing concerning the above requirements. The items listed above were immediately available for this orientation and remain in this office. I will direct any follow-up questions or issues to the Regional Coordinator.

_____
Signature of Incoming County Emergency Manager   Date